

## **EDITED KSA LISTING**

### **CLASS: BUSINESS SERVICE OFFICER I (SUPERVISOR)**

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

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	<b>Knowledge of:</b>
<b>K1</b>	Working knowledge of English grammar and punctuation as it relates to the procurement processes.
<b>K2</b>	Comprehensive (Extensive) knowledge of record keeping to effectively maintain and disseminate procurement information.
<b>K3</b>	Basic (Comprehensive) knowledge of various types of equipment and supplies and the resources available for procurement and maintenance.
<b>K4</b>	Basic knowledge of procurement principles and practices to effectively perform the duties of a Business Service Officer I/II.
<b>K5</b>	Basic knowledge of the principles and techniques of supervision to effectively plan, organize, and direct the work of others.
<b>K6</b>	Basic knowledge of the department's Equal Employment Opportunity objectives to effectively direct staff.
<b>K7</b>	Basic knowledge of a supervisor's role in the Equal Employment Opportunity program and the processes available to meet the Department's EEO objectives as it relates to the supervision and management of staff.

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	<b>Skill to:</b>
<b>S1</b>	Communicates effectively in order to exchange information and/or provide direction to staff and others.
<b>S2</b>	Analyzes data accurately to develop and adopt an effective course of action.
<b>S3</b>	Reasons logically in order to make sound decisions and recommendations as it relates to the duties performed.
<b>S4</b>	Reviews specifications and determine whether the service/equipment provided meets the standards set up in these specifications.
<b>S5</b>	Purchase various types of equipment, services and supplies effectively and economically.
<b>S6</b>	Plan, organize, and direct the work of others to ensure quality services.
<b>S7</b>	Compile data to prepare various documents and provide information on procurement functions.
<b>S8</b>	Analyze situations accurately to develop and adopt an effective course of action.
<b>S9</b>	Prepare budgetary data on future planning needs (e.g. cost of equipment, supplies, and services) as it pertains to procurement.
<b>S10</b>	Effectively contribute to the department's Equal Employment Opportunity objectives to create and maintain a fair and equitable work environment.
<b>S11</b>	Utilize good work habits to effectively perform the duties of a Business Services Officer I/II.

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	<b>Ability to:</b>
<b>A1</b>	Ability to understand and follow direction to accurately carry out work assignments in a timely manner.
<b>A2</b>	Gain the confidence and cooperation of those contacted during the course of work in order to establish and maintain good working relationships.